

NEVADA COUNTY TRANSPORTATION COMMISSION

AGENDA FOR A SPECIAL MEETING FEBRUARY 15, 2006

A special meeting of the Nevada County Transportation Commission will be held on Wednesday, February 15, 2006 at 7:00 p.m., in the Nevada City Council Chambers, 317 Broad Street, Nevada City, California.

The Commission welcomes you to its special meeting. Your opinions and suggestions are encouraged. This meeting will be recorded. The meeting room is accessible to people with disabilities.

WORKSHOP: 7:00 p.m. to 8:30 p.m.

Call the meeting to order.
Pledge of Allegiance.

Facilitator: Conley S. Weaver, Chairman

- I. Introductions. (5 minutes)
- II. Nevada County Transportation Commission's Mission Statement: Goals, Roles, Strategies, and Actions. Presentation by Dan Landon, Executive Director. See attached staff report. (15 minutes)
- III. Commission and Staff Discussion. (60 minutes)
Public Comments are welcomed.
- IV. Direction by Commission. (10 minutes)
- V. Adjourn - 8:30 p.m.

This agenda was posted on or before February 10, 2006 at the Eric Rood Administrative Center, the Town of Truckee Administrative Center, and City Halls of Grass Valley and Nevada City.



NEVADA COUNTY TRANSPORTATION COMMISSION

File: 770

MEMORANDUM

TO: The Nevada County Transportation Commission

FROM: Daniel B. Landon, Executive Director



SUBJECT: NCTC February 15, 2006 Workshop

DATE: February 1, 2006

BACKGROUND: At the January NCTC meeting, an agenda outline for a planning workshop was reviewed and staff was directed to prepare materials for the workshop to be held February 15th at the Nevada City Council Chambers. The outline included the following items as "Desired Results" for the workshop:

1. Present the current NCTC Mission Statement to the Commission members and the public.
2. Discuss the perceived role of Commissioners on the NCTC.
3. Receive input regarding possible changes to the Mission Statement.
4. Create a list of responsibilities of the Commissioners to be included in the NCTC Policies and Procedures Manual.
5. Establish future goals and planning directions, indicate who will carry out these activities, and set a timeline for completion of tasks.
6. Review communication methods of the NCTC.

This memorandum is to assist Commissioners, and those receiving the agenda packet, with their preparation for the workshop. It is our hope that all of NCTC's stakeholders (citizens and officials of Grass Valley, Nevada City, Nevada County, Town of Truckee, and representatives of Caltrans) will be active participants. As staff we are excited to have the opportunity to focus this special meeting on the mission, goals, and strategies of the NCTC. About one year ago staff started to study and use the book, *The 8th Habit – From Effectiveness to Greatness* by Stephen Covey, as a training tool. As a result of reading and applying the principles in this book, we can see improvement in our team building efforts and increased productivity in the office. One of the exercises that we participated in was an "xQ Questionnaire" (see an explanation of this in *The 8th Habit*, pages 1-3 and page 373). As we discussed our individual responses to the questionnaire, we were in agreement, that to be able to formalize and effectively execute a set of organizational goals and strategies, we needed input and direction from our Commissioners and stakeholders.

Each Commissioner has been provided with a copy of *The 8th Habit* to use as a reference document for a few ideas and concepts referred to in this memorandum. *(If you would like to review some of the concepts from The 8th Habit that staff felt were particularly significant, refer to Attachment 1.)*

Mission, Roles, Goals, & Strategies: As a first step toward identifying and aligning goals and strategies, we ask that you review the NCTC Mission Statement adopted in February 2001. *(Additional information about the development of the NCTC Mission Statement is included in Attachment 2.)*

NEVADA COUNTY TRANSPORTATION COMMISSION

CREATING A BETTER FUTURE BY BUILDING UPON SUCCESSES OF THE PAST



MISSION STATEMENT

The mission of the Nevada County Transportation Commission is to plan, communicate, and coordinate with the citizens and decision makers of Grass Valley, Nevada City, Nevada County, and the Town of Truckee, and with Caltrans to identify transportation needs, propose solutions, and assist in implementing projects to create a balanced regional transportation system, while protecting the rural qualities and historic character of Nevada County.

As you can see, the Mission Statement contains the following areas of responsibility or "roles" for NCTC as an organization:

1. Plan
2. Communicate
3. Coordinate
4. Identify transportation needs
5. Propose solutions
6. Assist in implementing projects
7. Protect rural qualities and historic character of Nevada County

When the Mission Statement was adopted, the Commission identified Planning, Communication, and Coordination as the central roles of the NCTC. The interactive relationship of these roles is depicted in the Mission Statement logo and the Organization Flow Chart (*see Attachment 3*). The phrase, "Creating a better future by building upon successes of the past," was identified as the theme, or vision statement, for the mission.

Q1. Does the Mission Statement, logo, and vision statement appropriately communicate your concept, or vision, of the NCTC mission? If your answer is "no", please write down your suggestions as to what might be changed or emphasized to better communicate NCTC's mission:

The following examples present staff's view of how the NCTC Mission Statement correlates with current projects:

NCTC identifies transportation needs, proposes solutions, and assists with implementing projects:

- Dorsey Drive Interchange
- SR 49 Improvements
- Development of the Regional Transportation Mitigation Fee
- Providing funding for construction of the I-80/SR 89 Interchange Roundabout Project
- Planning for future improvement of the SR 89 Mousehole

NCTC creates a balanced regional transportation system:

- Conducting transit planning projects
- Administering transit funding programs
- Participating in development of the Tahoe Gateway Intelligent Transportation Plan
- Participating in the Capitol Corridor Extension planning project
- Assisting in the development of pedestrian and bicycle facilities

NCTC protects the rural qualities and historic character of Nevada County:

- Approving Transportation Enhancement funds for projects like the Bridgeport Covered Bridge Restoration, the Nevada County Narrow Gauge Railroad and Transportation Museum, and the Truckee River Legacy Trail
- Working with Caltrans to secure enhancements to the SR 49 Bear River Bridge

Now please read "Discipline 1: Focus on the Wildly Important" on pages 281-283 of *The 8th Habit* and view the video entitled, "Its Not Just Important, Its Wildly Important," on your DVD located in the back of the book. (*Attachment 4 is an excerpt from Nevada Irrigation District's Winter 2005/06 Newsletter. The General Manager's report contains references to NID's vision statement and their No. 1 strategic planning priority. The article notes that the vision statement is a long-term goal that the NID Directors "don't expect to achieve in our lifetimes". The alignment between NID's vision statement and their No. 1 strategic planning priority is very clear.*)

Q2. Based on NCTC's Mission Statement (be sure to include any proposed revisions in your thought process), what do you think are the top three "Wildly Important Goals" (WIGs) and strategic priorities for the organization? (Please indicate who will carry out these goals and whether you consider your goals and priorities to be short-term and/or long-term):

WIGs	Who (Staff, Commissioners, Stakeholders)	Short and/or Long Term
1. _____		
2. _____		
3. _____		

Strategic Priorities	Who (Staff, Commissioners, Stakeholders)	Short and/or Long Term
1. _____		
2. _____		

NCTC Activities to Accomplish the Mission:

When the Mission Statement was developed and adopted in 2001, staff identified key items that were pared from the draft Mission Statement as activities that would lead to the achievement of the mission. (Please read "Executing the Strategic Plan", pages 226-228, in *The 8th Habit*.)

Activities To Achieve The Mission Include, But Are Not Limited To, The Following:

NCTC develops a Regional Transportation Plan (RTP) which includes the actions, funding recommendations, and policy direction necessary to meet the needs of each transportation system component in the region.

NCTC interacts with the community through workshops, news media, the Internet, and its quarterly newsletter.

NCTC develops and adopts a Regional Transportation Improvement Program (RTIP) that is consistent with the RTP.

NCTC conducts a comprehensive planning process in the development of its annual Overall Work Program so that funds expended on planning projects will implement the goals of the RTP.

NCTC reviews transportation plans and programs of member agencies and endorses them based on consistency with the RTP and RTIP. In keeping with this responsibility, the NCTC strives to be creative in assisting the region in developing the revenues to construct improvement projects.

NCTC communicates and participates in workshops with Caltrans on proposed projects to be developed in the County of Nevada to ensure that the policies and goals of the RTP are implemented.

NCTC coordinates with regional transportation planning agencies on legislation and statewide policy issues to ensure the region receives appropriate attention and funding from the State of California and the Federal government.

NCTC participates in interregional planning projects to ensure Nevada County projects support both regional and statewide transportation goals.

NCTC administers Transportation Development Act funds to ensure all statutory requirements are met, including the identification of the region's transit needs.

NCTC manages Regional Surface Transportation Program funds and Regional Improvement Program funds in accordance with Federal acts and statutes promulgated by the State of California, selecting and funding eligible transportation improvement projects based upon those that are most effective and beneficial to the region.

Listed below are a few examples of how Mission Statement Activities are carried out by the NCTC staff:

- ✓ *NCTC communicates and participates in workshops with Caltrans on proposed projects to be developed in the County of Nevada to ensure that the policies and goals of the RTP are implemented.* NCTC's communication role has been implemented as the executive director participates in workshops regarding the Dorsey Drive Interchange, SR 49 improvements, and the Truckee I-80/SR 89 Roundabouts.
- ✓ *NCTC develops a Regional Transportation Plan (RTP), which includes the actions, funding recommendations, and policy direction necessary to meet the needs of each transportation system component in the region.* Through his work on the recently adopted RTP, NCTC's transportation planner has helped the organization fulfill its planning role.
- ✓ *NCTC administers Transportation Development Act funds to ensure all statutory requirements are met, including the identification of the region's transit needs.* As the administrative services officer prepares financial reports, reviews new claims for funding, and oversees preparation of fiscal and performance audits, she performs an important part of NCTC's coordination role.
- ✓ *NCTC interacts with the community through workshops, news media, the Internet, and its quarterly newsletter.* Through development and distribution of the NCTC newsletter and management of the website, the administrative assistant accomplishes a key component of NCTC's communication role.

Q3. Do you think that the Mission Statement Activities above are aligned with the goals (WIGs) you have identified for NCTC? If your answer is no, please list activities that will lead to completion of the goals you identified:

Every major activity and project of the NCTC involves a team effort. In these activities and projects, the interaction and overlap of the skills and abilities of the individual staff members improves our team performance. It has been our experience that drawing on the talents and resources of the Commissioners and stakeholders is a key to enhancing NCTC's organizational effectiveness (see *The 8th Habit*, page 248, "What about the whole process of building a team?")

Q4. Unlike staff, Commissioners do not have clearly defined roles or responsibilities in the NCTC Policies and Procedures Manual. Please write some responsibilities that you think belong to NCTC Commissioners. (*Based on direction from the Commission, these items may be incorporated into the NCTC Policies and Procedures Manual.*)

Q5. What are some activities that would enable Commissioners to be more involved in accomplishing the NCTC Mission?

Q6. Please identify ways that stakeholders can assist in accomplishing the NCTC Mission.

Q7. Based on direction provided by the Commission at the conclusion of the workshop, staff will be prepared to translate discussion topics into actionable items and develop a tool that will help us monitor progress toward identified goals. Please make some notes on your preferred method, or format, for tracking progress and monitoring action items.

Q8. Community support and involvement are key to the success of the NCTC Mission. Please identify what you believe are the most effective methods of communicating with the community. (You may want to contact some of your constituents).

We are looking forward to sharing ideas and setting goals and directions for NCTC at the February 15th workshop.

attachments

Attachment 2

File: 740

MEMORANDUM

TO: The Nevada County Transportation Commission

FROM: Daniel B. Landon, Executive Director

SUBJECT: Commission Responsibilities and Strategic Workshop Mission Statement

DATE: January 10, 2001

Chairwoman Stevens has requested staff to provide a brief history on the development of the Commission and of its responsibilities. A draft "Mission Statement" has been provided for the Commission to review.

In 1972, adoption of the Mills-Alquist-Deddeh Act, also known as the "Transportation Development Act" (TDA), Public Utilities Code Section 99200, was established to provide a major source of funding for public transportation and transit projects. Section 99233.1 states that the county and the transportation planning agency shall be allocated such sums as are necessary to administer the Transportation Development Act. On July 11, 1973, the first Commission's Memorandum of Understanding with the State of California was adopted. Nevada County Public Works Department provided staff for administration of TDA funds and for conduct of regional transportation planning until 1985. Then the Local Transportation Commission established its own staff pursuant to California Government Code, Section 29535, and the MOU with the state was updated in April 1986. The MOU between Caltrans and the NCTC provides for a cooperative planning process, outlines the development and implementation of an Overall Work Program, which details the planning projects and activities proposed by the NCTC for the specific fiscal year, and provides state funding to assist in planning activities.

The TDA provides two funding sources, the Local Transportation Fund (LTF) and a State Transit Assistance (STA) Fund. The LTF is derived from a 1/4-cent of sales taxes collected statewide and is returned to every county where those taxes were collected and is then deposited in an established county LTF account. The STA fund derives its revenues from statewide sales tax on gasoline and diesel fuel and are appropriated to the State Controller's Office by the Legislature for allocation to transit operators by the Regional Transportation Planning Agency (RTPA). Fifty percent of the STA funds are allocated according to the ratio of population of the area of the RTPA to the total population of the state. The other fifty percent of the funds are allocated according to the ratio of the total revenues of all the operators in the area of the RTPA that were generated during the prior fiscal year, to the total revenues of all the operators in the state.

In 1991, the Nevada County Transportation Commission was designated as a statutorily created RTPA, (see attached Government Code Section 67920). In 1992, the NCTC developed a MOU between the cities, the county, and the NCTC. The MOU was amended in 1994 to include the Town of Truckee (see attached). The MOU was developed from the desire of the jurisdictions "to cooperate and coordinate with each other for the purpose of regional transportation planning and to

have a forum to discuss and consider the problems which are of common concern to the local governments which they represent."

The "Nevada County Transportation Commission Policies and Procedures Manual" was designed by the Commission to be a working guide for the NCTC, committee members, and staff personnel involved in the administration of the NCTC, and to assure uniformity for decisions on matters of NCTC policy. The procedures, policies, and practices are subject to modification and further development.

After reviewing the TDA Statutes and California Code of Regulations, the NCTC Policies and Procedures Manual, and activities reflected in previous agendas, staff has drafted a list of the Commission's major areas of responsibility:

1. NCTC prepares and adopts a Regional Transportation Plan (RTP) directed to establishing policy guidance, programs, and transportation improvements that will provide a balanced and multimodal regional transportation system in Nevada County. The plan is to be action-oriented and pragmatic, considering both the short and long-term future, and shall present concise and clear policy guidance to local and state officials.
2. NCTC develops and adopts a Regional Transportation Improvement Program (RTIP), a multi-year program of transportation improvements that supports and is consistent with the RTP. NCTC is responsible for programming and monitoring STIP project support and capital costs consistent with CTC guidelines.
3. NCTC reviews transportation plans and programs of member agencies and endorses them based on consistency with the RTP and/or RTIP.
4. NCTC administers Regional Surface Transportation Program funds in accordance with the Federal Transportation Equity Act for the 21st Century and statutes promulgated by the State of California.
5. NCTC directs administration of the TDA and other public funds received in Nevada County. The allocation of these revenues is carried out in strict accordance with the applicable rules and regulations. NCTC also administers other state and federal funds channeled through the NCTC.
6. NCTC provides for the accomplishment of the responsibilities outlined in the MOU with the State of California through an annual Overall Work Program (OWP). NCTC develops an annual Overall Work Program to implement the goals of the RTP using the planning and strategy areas set by the state.

The following draft Mission Statement has been developed from NCTC's responsibilities and seeks to build a customer-oriented attitude into the agency's daily operations.

DRAFT
NEVADA COUNTY TRANSPORTATION COMMISSION
MISSION STATEMENT

The NCTC is responsible to the citizens of Grass Valley, Nevada City, Nevada County, and Truckee to plan a coordinated and balanced regional transportation system. This will be accomplished by biannually updating the Nevada County's Regional Transportation Plan, which will provide concise and clear policy guidance to local and state officials.

The NCTC is to review transportation plans and programs of member agencies and endorse them based on consistency with the RTP and RTIP. In keeping with this responsibility, the NCTC will strive to keep the public informed of its activities via public workshops, the media, and through its community circulated bimonthly newsletter. The NCTC will present information in a clear and objective manner.

The NCTC will develop a Regional Transportation Improvement Program providing an opportunity for community input. In adopting the RTIP, the NCTC ensures that the program of transportation improvements supports and is consistent with the RTP.

The NCTC will administer Regional Surface Transportation Program funds in accordance with the Federal Transportation Equity Act for the 21st Century and statutes promulgated by the State of California. The NCTC will select and fund eligible transportation improvement projects based upon those that are most effective and beneficial to the community.

NCTC will administer funds assuring that all TDA statutory requirements are met. NCTC will conduct a comprehensive planning process in the development of the annual Overall Work Program so that funds will be expended on planning projects that will implement the goals of the RTP.

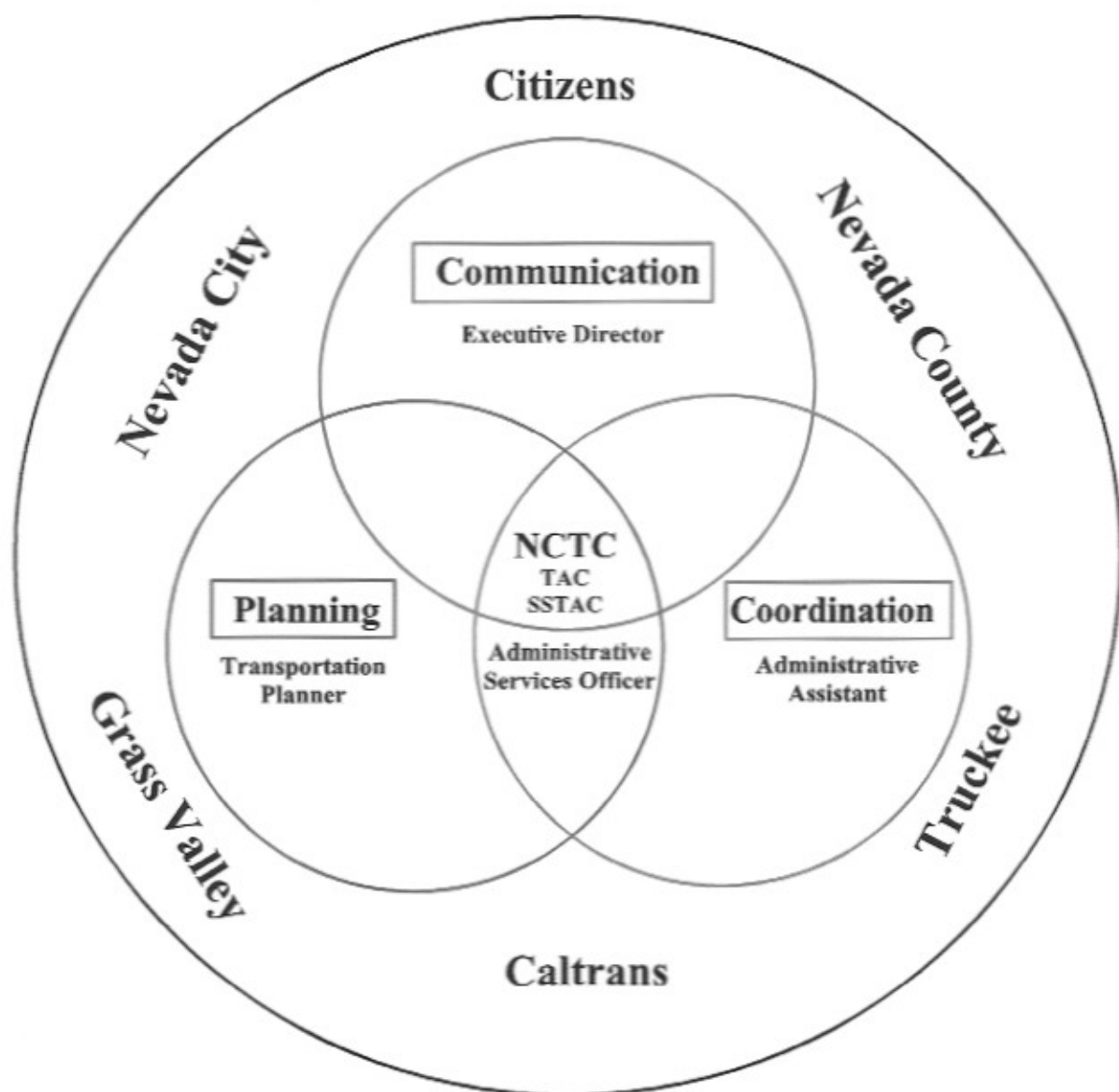
NCTC will participate in verbal and written communication with Caltrans on proposed projects to be developed in the County of Nevada to insure that the policies and goals of the Regional Transportation Plan are implemented.

NCTC will work with other regional transportation planning agencies on legislation and statewide policies issues to insure that the Nevada County region receives appropriate attention and funding from the State of California and the Federal government.

The NCTC will strive to keep the public informed of its activities, and in all of its activities, the NCTC will focus on creating a better future by building upon successes of the past.

Attachment 3

ORGANIZATION FLOW CHART



The Organization Flow Chart shows the strong correlation between the NCTC central roles and the main duties, or responsibilities, of each staff position. It also illustrates the overlap between staff positions and the interaction between the Commission, stakeholders, and staff. Note the correlations that can be made between Figure 11.5 on page 228 of *The 8th Habit* and the NCTC Organization Chart. (Our chart was developed before the book was written.)

General Manager's Report

Neighborhoods Looking for New Water Supplies

By Ron Nelson



Let's say that you live out in the country and your well is going dry. There's a Nevada Irrigation District treated water pipeline a few thousand feet away from your property. This is not an unusual situation today in Nevada and Placer counties. NID receives frequent queries from property owners who would like to connect their existing homes to a reliable supply of good quality water.

The extension of water lines may seem like a simple proposition but it can be very costly, even unaffordable for some homeowners seeking to extend lines for long distances through rural areas where there are few neighbors to share in the costs.

As our communities grow and change, we expect to see more demand for expansion of NID water service. The district is working proactively on new policies and programs to help meet these needs.

In fact, the expansion of NID water service into areas of the district where it is not yet available is the No. 1 strategic planning priority of the NID Board of Directors. Your elected directors in September unanimously identified this issue as their top concern.

Ratepayers Won't Pay for Growth

Importantly, existing customers should know that NID will not rely on water rate revenues to pay for growth and expansion of the water system. Those who receive the benefit of a new water supply should be primarily responsible for covering its costs.

In this regard, NID is looking into organizational and financial options to assist those seeking to connect to district water lines. Formation of assessment or improvement districts, grants, loans, a revolving fund and/or use of other NID revenues are some of the options being studied.

We see this effort leading to an orderly progression, or expansion, of the existing water system, one moving outward from existing infrastructure, not leapfrogging out into the more remote areas of the district.

District staff is developing criteria for new policies and programs that may be recommended to the Board of Directors in coming months. Several pilot projects are under consideration.

NID's vision statement is to "Provide quality water to all lands within the district." This is an ambitious vision that we don't expect to achieve in our lifetimes. But it does demonstrate the district's strong commitment to meeting the needs of its residents, both within and outside today's service areas.

Water Rates Go Up 6 Percent

The NID Board of Directors on Dec. 14 approved a 2006 water rate schedule that includes 6 percent rate increases for NID water users.

District officials say the increases are needed to help the district meet increasing costs for operation and maintenance of the water system.

Under the new schedule, typical residential treated water customers will pay an average \$2 to \$3 more per month for their water. Rates for seasonal and winter irrigation water service were also increased by 6 percent.

The district is estimating 2006 water sales at \$17 million, a level expected to cover 83 percent of operating costs. Reserve withdrawals of approximately \$2 million and other revenues are being used to balance revenues with costs.

Connection Fee Raised

The Board of Directors also increased the district's rates and charges for other services, including new connections. In 2006, the combined capacity and installation fee paid by developers and new customers for a standard 5/8-inch meter is up by 16.8 percent to \$6985. Installation of a raw water service outlet, ranging in size from one-half to 25 miners' inches, was increased by 4.1 percent to \$880.

Budget Down 4.2%

The NID board on Dec. 14 approved a 2006 combined annual budget of \$41.9 million, down 4.2 percent from the 2005 budget.

The combined budget includes an overall Water Division budget of \$35 million, Hydroelectric Division budget of \$5.7 million and Recreation budget of \$1.2 million.

NID Nevada Irrigation District

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From Auburn & Lincoln: 1-800-222-4102 FAX: (530) 477-2646

- ▶ *****Placer Office Closure** (12/05)
- ▶ *****Preliminary Budget** (10/26/05)
- ▶ **Water System Flushing Program** (12/31/05)
- ▶ ****NEW-Electronic Fund Transfer**
- ▶ **Strategic Plan** (01/06)
- ▶ **2006 Adopted Water Rates** (01/06)
- ▶ **NID Organization**
- ▶ **Meeting Agendas**
- ▶ **Approved Board Minutes**
- ▶ **Water Services**
- ▶ **Project List**
- ▶ **Power Production**
- ▶ **Recreation**
- ▶ **Press Releases**
- ▶ **Newsletters**
- ▶ **Employment**
- ▶ **Business Information**
- ▶ **Links**
- ▶ **Contact Us**

- ▶ **Current Projects**
- ▶ **Urban Water Management Plan** (01/06)
- ▶ **Raw Water Master Plan Update**

Vision Statement: Provide quality water to all lands within the District.

Mission Statement: The District will provide a dependable, quality water supply, strive to be good stewards of the watersheds and conserve the available resources.



Mountain Watershed
French Reservoir, at an elevation of 6,835 feet, is the highest of NID's 10 reservoirs

Your Community Water Supplier
Serving Customers in Nevada, Placer & Yuba Counties
Since 1921

NID



American Water Works Association
Dedicated to Safe Drinking Water